
Job Title	Campus Career Specialist - Career Success on Campus (CSoC)
PVN ID	JJ-2007-003673
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Center for Career and Professional Devel
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Oct 28, 2020 (Or Until Filled)

General Description

Career Success on Campus (CSoC)

Campus Career Specialist Job Description

The Campus Career Specialist, in collaboration with existing campus staff, will act as a key campus resource in cultivating industry/employer partnerships that increase the number of high-quality paid internship and full-time job opportunities available to John Jay College of Criminal Justice students in Business and Government/Non-Profit sectors. The specialist will focus on building new employer recruiting and hiring relationships, as well as expanding on existing partner relationships. They create a comprehensive employer engagement and outreach strategy for Business and Government/Non-Profit sectors that aligns with the John Jay College's student placement goals, as well as the campus and CUNY brand.

This role will serve as the key connector on John Jay College campus between employers and campus stakeholders including students, career service colleagues, faculty, and other program staff. Additionally, this role will work closely with the CUNY Central's Sector Innovation team. Focused on increasing the number of paid internships and F/T opportunities through employer partnership engagement, the Specialist will also support student-focused, on-campus career readiness activities that prepare students for the recruitment and hiring process for internship and job opportunities and help facilitate industry-informed curriculum development by connect employer/industry partners with relevant faculty. Lastly, the Campus Career Specialist will also be the designated point-person for the CUNY Sector Innovation Team, a group of staff focused on employer engagement across CUNY's 25 colleges. The Campus Career Specialist will help streamline communication and coordination regarding employer engagement between CUNY Central and John Jay College as well as partnering on university-wide recruitment and hiring initiatives.

Given the city's current COVID19 situation, we anticipate this role will be engaging a variety of virtual activities as well as some in-person (depending on the city's response). Ideal candidates must have a demonstrated comfort with and knowledge about how to use virtual technology like social media and webinar platforms effectively.

Position Responsibilities:

- Responsible for developing and executing John Jay College employer and industry engagement strategy with the goal of increasing the number of employer partners, or deepening existing employer partnerships, to drive paid internship opportunities available to students.
- Oversee the virtual and in-person recruitment/placement process for those opportunities with a focus on Business and Government/Non-Profit sectors.
- Collaborate with CUNY Sector Innovation team and campus career staff to generate employer leads and build on existing system-level relationships.
- Analyze job market trends to determine current market conditions and talent needs. Collect and share labor market intelligence for the college's key sectors talent and skill needs, in-demand occupations, internship and F/T hiring requirements, and companies' recruitment processes.
- Work with the business community to increase their participation in campus career readiness activities such as virtual or in-person career exploration events, professional panels, etc.
- Collaborate with campus partners to facilitate student outreach and connection with employers for professional development and internship placement through a variety of channels including digital and social media platforms.
- Identify opportunities and facilitate collaboration between faculty and employer partners to introduce industry-relevant course content.
- Track and collect data around employer partners, internship and job opportunities, and campus engagement activities using CRM systems, databases, or other data collection tools. Responsible for data entry for monthly progress reports.
- Be actively engaged in relevant business communities including attending events/conferences and serve on advisory boards and industry councils where appropriate.
- Manages ongoing hiring and recruitment relationships with employer partners to ensure both employer and student needs are being satisfied.
- Work cross-functionally with career services colleagues on recruitment, training, and management of career success student peer leaders.
- Additional duties as assigned.

Other Duties

Qualifications

Qualifications:

- Bachelor's Degree and 5+ years of relevant experience in sales, fundraising, business development, workforce development, or a similar field required. Must have experience with outreach, partnership cultivation, and program management.
- 3+ years of recruiting, workforce, or industry work experience in at least one of these relevant sectors Business and Government/Non-Profit. Should have strong knowledge of hiring practices, entry-level

talent needs, and paid internship/job opportunities.

- Must be a solutions-oriented, strategic thinker with a demonstrated ability to meet established targets and deadlines.
- Must be tech savvy and comfortable using a variety of technology tools including social media platforms (ie Twitter, Facebook, Instagram, etc), webinar tools such as Zoom and Webex, CRM and internal databases for data collection. Intermediate to advanced MSWord, Powerpoint, and Excel skills.
- A natural relationship builder. Ability to demonstrate knowledge of effective strategies for working with diverse faculty, staff, students, and employers in promoting a diverse, equitable, and inclusive workforce/academic environment.
- Highly organized and able to work both independently and as part of a team.
- Must possess an attention to detail and excellent written and verbal communication skills.
- Willingness to travel within New York City, as a significant portion of work will be in the field.